

~ Minutes ~  
**POTTER COUNTY COMMISSIONERS MEETING**  
**April 20, 2023**  
 (Meeting recordings are destroyed after meeting minutes approval)

**CALL TO ORDER** Commissioner Nancy Grupp called the meeting to order at 11:24 a.m.

**MOMENT OF SILENCE/ PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Comm. Nancy Grupp, Comm. Paul Heimel, Comm. Barry Hayman, Recording Secretary Danielle Gietler, all present. Chief Clerk Jessica Giebel, absent.

**AMEND AGENDA:**

Comm. Hayman moved to amend the agenda to remove one of the training requests listed for Glenn Dunn, as the request was inadvertently duplicated in the meeting agenda. Comm. Heimel seconded. Hayman yes; Heimel yes, Grupp yes.

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**MINUTES** – April 6, 2023, ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp abstained.

**NEW BUSINESS**

Proclamation – 2023 Pennsylvania County Conservation District Week, April 23-29, 2023 ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes. PCCD Manager Jason Childs provided an overview of current Conservation District projects and upcoming activities.

Adjustment of fee schedule for tax sale preparation, as requested by Potter County Tax Claim Bureau. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**CONTRACTS AND AGREEMENTS**

Agreement with Davis Ulmer Fire Protection for fire alarm monitoring at the Potter County Education Center on Water Street, May 1, 2023, to April 30, 2024, at a fee of \$550. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

Professional service agreement with MCM Consulting Group Inc. for hazard mitigation plan; cost of \$96,532.50 for a term of 04/20/2023 to 03/31/2024. (Covered by grant funds.) ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

UGI Energy proposal for gas service lock-in pricing for 12 months at \$3.44 per DTH for Potter County Human Services and Potter County buildings. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Agreement renewal with KOS Inc. for maintenance on the copier in the Treasurer’s Office at a rate of \$342 per year and overages for copies at a rate of \$.009 per copy, April 17, 2023 to April 17, 2024. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Agreement with Encartele Inc. d/b/a CIDNET for telecommunications services at the Potter County Jail a rate of \$0.30 per megabyte for voice, video and email. Term of five years commencing May 15, 2023. A portion of the fees to be remitted back to the county to support services for indigent inmates and technology expenses. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**PCHS CONTRACTS AND AGREEMENTS**

■ **Aging (07/01/2023 – 06/30/2023)**

*Lifeline Systems Company*  
 Personal ER Response units to access EMS in the event of a fall and to manage medications.

**21/22**

PERS \$25./mo.                      No Change  
 Med. Disp. \$50./mo.  
 Cellular PERS \$30./mo.  
 PERS w/Fall Det. \$38./mo.  
 Cellular PERS w/Fall Det. \$43./mo.

**22/23**

■ **Children & Youth (07/01/2023 – 06/30/2023)**

*Alcohol & Drug Abuse Services Inc.*  
 ADDENDUM for Second Class Strengthening Families Program

\$35,071.04/suc. series            \$35,071/suc  
 of classes                      series of classes evidence based program.

**PCHS CONTRACTS AND AGREEMENTS**

**22/23**

**23/24**

■ **Coordinated Services (07/01/2023 – 06/30/2024)**

*Transportation – Mental Health Escort*

Helen D. Douglas & Charmaine Royer

Less than 4hrs. \$70  
4-8 hrs. \$120  
8 hrs. + \$240

No Change

■ **Mental Health (07/01/2023 – 06/30/2024)**

*Homeless Assistance, Transitional Living & CHIPP II*

*Funding; Northern Tier Children’s Home Residential Services*

- Homeless Assistance \$45/day \$50/day
- Transitional Living \$5/meal if need No Change
- CHIPP – PCHS will provide CHIPP II funds to the Northern Tier Children’s Home for the purpose of providing 24/7 supervision of an individual who qualifies for the funding as a result of being placed at the facility as opposed to an institution of higher cost. \$75/day \$80/day
- CHIPP – PCHS will provide CHIPP II funds to the Northern Tier Children’s Home for the purpose of providing 24/7 supervision of an individual who qualifies for the funding as a result of being placed at the facility as opposed to an institution of higher cost. \$10/day/child No Change

*Center for Community Resources (CCR) (01/01/2023 – 06/30/2023)*

*24/7 telephone & mobile crisis in Potter County*

- Telephone \$10/unit (15 min.)
- Mobile \$20/unit (15 min.)

*Kara Amidon, Eric Andrews, Dawn Dovensky, Rick Kunselman, Bryonna Mann & Katie Taylor Act 143 Designee Agreement – Independent Contractors.*

**(06/01/2023 – 06/30/2024)**

Current Costs/Prior Cost:	<u>Old Rates</u>	<u>New Rates</u>
- Monday – Thursday	\$70.00	No Change
- Friday	\$100.00	“
- Saturday & Sunday	\$140.00	“
- Holiday	\$140.00	“

~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**TRAINING REQUESTS**

Nicholas Bowman, Corrections Officer, Basic Training; April 18, 2023 – May 5, 2023, in Centre County. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

Glenn Dunn, EMA Coord., PEMA In-Service Training, June 6 & 7, 2023, State College, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Kathleen Brooks, EMA Admin. Assistant, PEMA In-Service Training, virtually, June 6 & 7, 2023, in State College. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Heimel seconded. Hayman yes; Heimel yes; Grupp yes.

District Judge Christopher Kalacinski to attend 2023 Special Court Judges Association of PA. Conference: June 9-11, 2023, in Champion, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Grupp seconded. Heimel yes; Grupp yes; Hayman yes.

Nicole Larsen, Register & Recorder Office, Pa. Recorder of Deeds Summer Conference, May 22-25, 2023, in Gettysburg, Pa. ~ **Action** ~ Comm. Grupp moved to approve. Comm. Heimel seconded. Grupp yes; Heimel yes; Hayman yes.

Crystal Thomas, D&A Director with PCHS, DDAP Fiscal Training; April 27-28, 2023, in Harrisburg, Pa. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

Amanda Morey and Ashley Carlson, Early Intervention with PCHS, Infant/Toddler Policy Forum, May 9-10, 2023, in Hershey, Pa. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**PERSONNEL**

Anthony Kucic, van driver with PCHS, has resigned his position effective June 30, 2023. ~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**LIQUID FUELS TAX APPLICATIONS**

Applications received for 2023 Liquid Fuel Tax funds from Oswayo Township, \$1,523.94; Keating Township, \$1,569.22 and Shinglehouse Borough, \$2,153.57. ~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heimel yes.

**COMMISSIONERS' REPORTS**

Commissioner Heimel reported on his conversations with Pa. Dept. of Conservation and Natural Resources officials on rehabilitation and development of Denton Hill State Park. Two potential private-sector partners responded to DCNR's request for proposals. Officials will be meeting with each of them to determine if terms can be negotiated for developing the park into a four-season attraction. Commissioner Heimel also discussed one of the county's Operational Improvement Initiatives, involving new partnerships for strategic and coordinated community and economic development.

Commissioner Hayman commented on the Denton Hill State Park issue, emphasizing that a four-season strategy and a higher financial outlay by the state would likely be needed to make the proposed private/public partnership sustainable.

Commissioner Grupp provided updates on issues raised earlier concerning the county's 911 emergency communications system. She noted that county officials are seeking FCC licensure for a new frequency, as requested by representatives of local emergency services agencies.

**BILLS**

**Potter County Human Services Fiscal Summary (04/20/2023)**

PAYROLL AUTOMATIC DEPOSITS	\$45,670.14
PAYROLL TAX TRANSFERS (EFTPS)	\$13,360.50
STATE TAX WITHHOLDINGS (ETIDES)	\$1,972.95
PAUC	\$45.18
Local W/H	\$642.68
Paytime P/R Charge	\$157.75
ACCOUNTS PAYABLE CHECKS – Check #75424-75533	\$280,113.68
<b>Total Checks Written</b>	<b>\$341,962.88</b>

~ **Action** ~ Comm. Heimel moved to approve. Comm. Hayman seconded. Heimel yes; Hayman yes; Grupp yes.

**Potter County Fiscal Summary –04/07/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	Payroll – Direct Deposit	7250-7345			\$97,467.98
10	General Funds – Accounts Payable	141669-141748			\$230,572.51
10	General Funds – A/P Manual Checks	92			\$139,154.20
11	LEPC – Local Emergency Planning	2998-3002			\$5,552.10
16	911 Fund	3525-3532			\$18,224.29
28	Domestic Relation IV-D	1050			\$11,177.00
32	Specialty Courts	141742			\$475.26
34	V.O.J.O	141686			\$180.00
35	Victim Services/RASA	141686			\$1,413.91
62	CDBG Entitlement	141727			\$17,430.00

64	Gas Well Impact-Capital Reserve	141706			\$700.00
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~ **Action** ~ Comm. Hayman moved to approve. Comm. Grupp seconded. Hayman yes; Grupp yes; Heibel yes.

**Potter County Tax Claim Bureau Fiscal Summary (04/20/2023)**

ACCOUNTS PAYABLE CHECKS – Check #17113-17148	\$184,419.20
<b>Total Checks Written</b>	<b>\$184,419.20</b>

~ **Action** ~ Comm. Grupp moved to approve. Comm. Heibel seconded. Grupp yes; Heibel yes; Hayman yes.

**Potter County Fiscal Summary – Special Run – 04/17/2023**

<i>Fund #</i>	<i>Fund Description</i>	<i>Check #'s</i>	<i>Voided Check #'s</i>	<i>Voided Check Amt</i>	<i>Total</i>
10	General Fund – Accounts Payable	141749			\$1,320.90

~ **Action** ~ Comm. Heibel moved to approve. Comm. Hayman seconded. Heibel yes; Hayman yes; Grupp yes.

**PUBLIC COMMENT:**

A citizen expressed concerns about the potential environmental impact of an oil/gas drilling wastewater injection well proposed for property in Clara Township. He pointed out that the county’s 2020-29 Comprehensive Plan places a high priority on protecting water resources.

**NEXT MEETING:** Thursday, May 4, 2023 @ 11 a.m.

**ADJOURNMENT:** ~ **Action** ~ Comm. Hayman moved to adjourn. Comm. Heibel seconded. Hayman yes; Heibel yes; Grupp yes.

  
 \_\_\_\_\_  
 Potter County Executive Secretary

  
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 Approval Date



Established  
1804

Nancy J. Grupp, Chair  
Paul W. Heimel, Commissioner  
Barry Hayman, Commissioner

## County of Potter Board of Commissioners

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Jessica M. Giebel, Chief Clerk  
Thomas R. Shaffer, Solicitor

### Proclamation Conservation District Week 2023

**Whereas**, conservation districts are local units of government established under state law to carry out natural resource management programs; and

**Whereas**, conservation districts work with landowners and local governments to help them manage and protect land and water resources on private and public lands; and

**Whereas**, Conservation districts were created in PA in 1945 in response to the dust bowl of the 1930's to improve soil and water conservation; and

**Whereas**, each county in PA has a conservation district except for Philadelphia; and

**Whereas**, local municipalities rely on conservation district staff to plan development in a way that conserves and protects the local environment; and

**Whereas**, districts also work with many partners, including government agencies, private organizations, businesses, and others, to accomplish their mission of helping landowners to conserve natural resources; and

**Whereas**, the districts are each led by a volunteer board of directors with farmers, public members, and a member of county government, which identifies local conservation needs, decides which programs and services to offer, and develops a strategic plan.

**Now Therefore**, the Potter County Commissioners do hereby proclaim *April 23 – 29, 2023 as Conservation District Week* commemorating the great work accomplished by PA's 66 Conservation Districts.

  
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Nancy J. Grupp, Chair

  
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Paul W. Heimel, Commissioner

  
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Barry Hayman, Commissioner

ATTEST:

  
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Jessica M. Giebel, Chief Clerk